

CHILD CARE LICENSING UNIT
HE-C 4002 NH CHILD CARE PROGRAM LICENSING RULES ♦ 2017 RULES MAJOR CHANGES SUMMARY

The following is a summary of major changes of the 2017 NH Child Care Program Licensing Rule. The complete rule can be found here:
<https://www.dhhs.nh.gov/oos/cclu/rules.htm>

He-C 4002.01 Definitions	
	Several definitions have been added to reflect current terminology and to include new federal requirements.
(e), (ad), (ae), (bf), (bg), (bj)	New definitions for: “assistant teacher”, “incident command system (ICS)”, “serious safety risk”, “site coordinator”, and “substitute”
(k) & (r)	“Child care assistant” and “Daily contact” deleted.
(l)	“Child care program personnel” has been revised to reflect changes pertaining to requirements for conducting background checks.
(af)	Added: “except as referenced in He-C 4002.34”
(bc)	Revised: “Repeat violation” means a violation of a specific licensing rule or law for which the program has been previously cited during the past 5 years, for violations before January 1, 2019, or during the past 3 years for violations on or after January 1, 2019...”
(bl)	Added: “except as referenced in He-C 4002.34”
He-C 4002.02 Application	
(b) New application form will be required to be used for all new and renewed licenses starting May 31, 2018	Amendments have been made to identify and differentiate that there are two distinct applications to be completed for a child care license: one for Family Child Care Programs and one for Child Care Centers.
(d)(5)c.	The lower age for child care personnel who are subject to certain background checks is being changed from 16 to 14 years.
(d)(6), (e) & (h)	Requires the following to be submitted as part of an application: Any documents required by the NH Secretary of State regarding trade names, limited liability corporations or corporations (Effective January 1, 2018); The submission of fingerprints to the Department of Safety as part of the background check process, to align with changes to RSA 170-E:7, I-a (current practice); Documentation of completion of required professional development training (See also 4002.30(a))
He-C 4002.03 Waivers of Rules	
(b)	Added to rule what information is required when applying for a waiver
He-C 4002.04 License/Permit Requirements	

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(l) - (r)	<p>Please carefully review as significant changes have been made regarding the submission of “Household and Personnel Forms” (H&P) and requirements for fingerprinting to reflect changes in RSA 170-E:7, I-a. The rules specify when a H&P form must be submitted and that it requires notarization (Only notarized forms will be accepted after January 1, 2018)</p> <p>A new \$50 fee for the issuance by the Department of an employment eligibility card for certain staff, and requirements for programs to maintain on file at the program a copy of each individual’s “Household and Personnel Form” and a copy of their non-expired employment eligibility card. (Staff required to obtain cards shall apply starting January 1, 2018)</p> <p>(p) All individuals required to complete background checks and obtain an eligibility card in accordance with (m) shall complete and submit an application Form CCLU 1-C “DHHS/Office of Legal Services, Child Care Licensing Unit Employment Eligibility Card Application” (9/2017) and a non-refundable \$50.00 fee to the department for the issuance of the employment eligibility card, which shall be valid for 5 years in accordance with RSA 170-E: 7, IV-a. Once issued, the individual shall reapply for the eligibility card as necessary to keep the card current while the individual works in child care.</p> <p>(q) The following are exempted from the requirement to obtain an eligibility card in (p) above:</p> <ul style="list-style-type: none"> (1) Family child care providers, household members, applicants, one-on-one aides not employed by the child care program working with a specific child, and volunteers; (2) Child care personnel determined eligible to work prior to October 1, 2017, who remain employed by the same licensee at the time of submission of the Household and Personnel Form as required in (l)(4) above; or (3) Individuals whose responsibilities do not include care and supervision of children, who are always in the presence of child care program personnel, and whose purpose or objective is to carry out a specific limited role, including but not limited to: <ul style="list-style-type: none"> a. A person working as part of work study, an internship or practicum as part of a course of study; or b. Any other purpose where the person’s presence is in no way related to the care or supervision of children in the program.
(s)	Clarifies the requirements for providing written notice to the department prior to changing the name of a program and within two business days when there is a change in mailing address, email address or phone number.
(u) and (v)	Clarifies the time limits for programs to be without a qualified director, how long a substitute may serve as director, and specifies reporting requirements for when a site director leaves his/her position.
He-C 4002.05 Renewal of License	
(b)	Removes requirements for submission of a notarized criminal record release authorization form because of the new requirements in 4002.04; added a new rule clarifying that an existing license shall not expire until the department takes final action upon the renewal application, provided the application was submitted timely.
He-C 4002.06 Critical Rules, Statements of Findings and Corrective Action Plans	
Table 4.2.1	The critical rule table has been updated.
(d) and (e)	Clarifies the parameters under which a non-critical violation may be upgraded to critical and specifies that a statement of findings will be issued for each licensing and monitoring visit.

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(f)	Clarifies how a program shall respond to violations of critical rules.
(g), (h) & (k)	New rule provides for the department to issue a statement of findings via email, specifies that the statement of findings shall not be altered, provides for programs to submit a separate reasonable response to be posted on-line with the statement of findings, and defines “reasonable response.” (k) If, in addition to the corrective action plan, the program submits a separate, reasonable response to the department's findings, the response shall be posted with the corrective action plan on the website, in accordance with RSA 170-E: 10, II and III. A “reasonable response” shall not include personal identifying information, profanity, derogatory or inflammatory content, or repeat information in the corrective action plan, but may explain circumstances surrounding the department’s findings.
He-C 4002.07 Complaints and Investigations	
(e) & (f)	Changes prescribe the department’s process when an individual has been determined ineligible to work in child care, and the notice it provides to both the employing program and the individual.
He-C 4002.08 Confidentiality	
(a) and (b)	Clarifies the department’s process for notifying a program when it determines an individual is eligible to work with children, removes the requirement to provide the program with a copy of the report of criminal convictions and, for individuals determined to be ineligible to work with children, clarifies what is kept confidential by the department.
He-C 4002.09 Enforcement Action	
(c)(2)h. & i. & (d)	Deletes rules regarding the requirement to hire a consultant as a term for a conditional license.
(u)	Adds requirement for programs operating pending appeal of suspension or revocation of the license or permit to provide notice of the action to new families prior to enrollment of their child/children, or to staff prior to offer of employment.
(z)	Allows a center/site director or site coordinator to be eligible for employment as a director/coordinator after suspension or revocation of a license or permit, prior to the 5 year prohibition, under specific conditions.
He-C 4002.10 Administrative Fines	
(b)(5), (8), (11), & (18)	Added new fines for: continuing to operate after suspension, revocation or denial of a license or permit, failure to submit a corrective action plan, and failure to submit individuals for background checks, and clarifies that the provision of verbal or written false or misleading statements to the department, or falsification of documents or reports shall be subject to fines.
He-C 4002.11 Informal Dispute Resolution	
(a)-(c)	The process for an informal dispute resolution has been updated to reflect changes to RSA 170-E:10-a.
He-C 4002.12 Time Frames for Departmental Response to Applications	
	No changes.
He-C 4002.13 License Capacity and Staff and Child Attendance	

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(b)(1)-(6)	Birth date may be on the child attendance record or kept with it. Child attendance must be kept with each group or classroom so staff have an accurate list of the children they are responsible for. (Effective January 1, 2018)
(c) through (e)	Staff attendance will indicate which staff are not qualified to be left alone with children, and each staff's primary room assignment or if they have no primary assignment. Staff will sign in and out of each classroom when entering or leaving the room for 15 minutes or more. (Effective January 1, 2018)
He-C 4002.14 Health and Safety in the Child Care Environment	
(b)(7)	Removed "fences or other barriers", gaps in fencing is addressed in (ab) (below)
(e) & (f)	Updated requirements for what action must be taken when there are signs of deterioration in the form of flaking, chipping or peeling paint in buildings built prior to 1978, specified the credentials of contractors employed to repair/remove/renovate, in accordance with US Environmental Protection Agency and the NH Department of Environmental Services requirements, and added the requirement for provision of a written plan to the department outlining how children will be protected, and the expected date of completion of work to address the deteriorating conditions. (Effective immediately, as certified contractor required by Federal law): https://www.epa.gov/sites/production/files/2013-08/documents/childcareproviderrrtrifold_horizontal.pdf
(j) & (k)	Clarifies storage and labeling requirements for toxic and flammable materials.
(r)	New requirement for programs to maintain on file documentation of the local fire inspector's approval to use portable electric heaters.
(v)	Adds a new requirement that child care program staff who smoke shall wash their hands after smoking, prior to returning to work with children.
(ab)	All fencing required by the department or otherwise intended to limit children's access to a defined area shall: (1) Have no gaps greater than 4 inches and be designed to restrain preschool children from climbing out of, over, under or through the fence;
(ad)	Specifies that programs shall prohibit children from playing on equipment or structures that require energy absorptive material when the energy absorptive material is compacted and unable to be loosened, such as when frozen.
(ae) –(ag)	Clarifies the requirements for maintenance and supervision relative to the use of swimming pools.
	All rules that school age programs are exempt from have been moved to He-C 4002.36 and all rules relative to food preparation and storage have been moved to 4002.27.
He-C 4002.15 Water Supply, Septic Systems, Bathroom and Diaper Changing Facilities	
(a)(2)	Moved exemption for hot water at sinks in school-age programs located in buildings which house public or private schools to 4002.36
(a)(4)-(6)	There are revised requirements for determination of private wells considered to be a public water system as defined in RSA 485:1-a, XV, subject to regulation by the department of environmental services, to align with Env-DW 300, 501, and 700 and RSA 485:1-a, XV. In addition, there are significant changes to the water testing requirements for programs on a private well not considered a public water

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	<p>system, please review carefully.</p> <p>Current programs on private wells and not considered a public water system shall:</p> <p>No later than March 31, 2018, test their water for bacteria, and then test for bacteria every 3 months thereafter;</p> <p>No later than December 31, 2018, test their water for arsenic, nitrate, and nitrite and annually thereafter; and</p> <p>No later than December 31, 2018, test their water for stagnant lead, stagnant copper, fluoride, and uranium if not tested within the previous 3 years, and then every 3 years thereafter.</p>
(k)(2) & (5) (k)(7) & (8)	<p>Added "designated" to hand washing sink.</p> <p>Removed exemptions for center based programs relative to diaper changing areas as the deadline for compliance was December 31, 2012.</p>
(m)	<p>Clarified rule specifying that double sinks equipped with only one faucet may not be used for hand washing in one basin and food preparation in the other as follows: To prevent cross-contamination, a double sink equipped with only one faucet shall not be used for hand washing after diapering or toileting if food preparation or washing dishes or eating utensils occurs in the sink, regardless of the presence of a barrier between the basins.</p>
He-C 4002.16 Child Care Personnel/Household Members Health Requirements	
(b)	<p>New rule exempting child care program personnel working in school age programs who are currently employed in a public or private school from having to provide a written record of a health screening.</p>
(c)(2)	<p>New rule requiring a statement by the health care provider on the health screening indicating the individual has no health conditions that would prohibit/inhibit their ability to care for children. This statement has always been part of the staff health form provided by the Child Care Licensing Unit.</p>
He-C 4002.17 Child Health Requirements and Communicable Disease Issues	
(a)	<p>Amended rule to allow 60 days to provide documentation of immunizations for children experiencing homelessness or for children in foster care.</p>
(c)	<p>New rule requiring programs to complete the department's annual immunization survey, pursuant to RSA 141-C:20-e.</p>
(e)	<p>Amendments relative to children's health screenings, specifically, for children ages 6 and older, programs shall have on file a copy of the physical examination record completed within the year prior to enrollment. No further updated physical required for school age children after the initial physical.</p>
(j)	<p>Added the provision that ill children may be in certain areas not regularly considered child care space when awaiting pick up by a parent, under certain conditions.</p>
He-C 4002.18 Administration and Storage of Medication	
(e)	<p>New rule prohibiting programs from accepting prescription medication that does not include a prescription label or written order from a licensed health care professional.</p>
(l)	<p>Amendments to allow the required medication training to be obtained via online training approved by the department.</p>

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(u)	Amendments requiring certain medications, such as inhalers and epi pens, to be immediately accessible to staff for children requiring such medications.
He-C 4002.19 Prevention and Management of Injuries and Emergencies	
(b)	When children of certain ages are allowed to go inside to a bathroom without direct staff supervision, a plan is in place to keep track of children who have gone inside and to check on children who have not returned in a timely manner.
(e)	New rule prohibiting child care personnel from carrying a child while stepping over a low wall, gate or other similar barrier.
(f)-(i) Effective February 1, 2018	<p>New rules around prevention of allergy reactions:</p> <p>(f) Each child with a food allergy or other allergy that results in a serious reaction shall have a written care plan that includes at a minimum:</p> <ol style="list-style-type: none"> (1) Instructions regarding the food(s) or other allergens to which the child is allergic and steps to be taken to avoid them; (2) A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications; and (3) Specific symptoms that would indicate the need to administer one or more medications. <p>(g) Based on the child's care plan and prior to caring for the child, child care personnel shall complete training as specified in He-C 4002.30(a)(5).</p> <p>(h) Each child's allergies shall be posted prominently in the child's classroom and wherever the child may come in contact with the allergen, with permission of the parent/guardian.</p> <p>(i) The program shall:</p> <ol style="list-style-type: none"> (1) Notify the parents immediately of any suspected allergic reactions, as well as the ingestion of or contact with a known allergen even if a reaction did not occur; and (2) Contact emergency services immediately whenever epinephrine has been administered.
(m)	Changes requiring that the center/site director, family child care provider and all staff used to meet staff to child ratios shall be certified in pediatric first aid and CPR within 90 days of the first date of employment, and which shall be kept current. (All staff as described must be certified no later than March 1, 2018)
(o)	Amendments to allow first aid and CPR training to be obtained via on-line or correspondence course, provided the skills test for certification is performed in person.
(p)	Adds requirement that at least one staff person who is currently certified in first aid and CPR must be with any children while on or off the premises of the program.
(u) – (aa) What is	New requirements for development of an Emergency Operation Plan (template will be provided as a guide by the department), to educate staff about the plan and to conduct and record practice drills; provide families with information from the plan regarding communication and reunification procedures during an emergency.

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<p>highlighted is new requirements, which shall be developed no later than September 30, 2018</p>	<p>(u) Programs shall develop an emergency operations plan (EOP) which shall:</p> <ol style="list-style-type: none"> (1) Be modeled on the National Incident Management System (NIMS), which includes the “Incident Command System” (ICS), in coordination with local emergency response agencies in the community in which the program is located; (2) Contain procedures for communication and reunification with families; and (3) Include response actions, for natural, human-caused, or technological incidences including, but not limited to: <ol style="list-style-type: none"> a. Evacuation, both within the building and off-site relocation; b. Secure campus; c. Drop, cover and hold; d. Lockdown; e. Reverse evacuation; f. Shelter-in-place; and g. Bomb threat scan. <p>(v) Programs shall develop a Continuity of Operations Plan (COOP) to ensure that essential functions continue to be performed during, or resumed rapidly after, a disruption of normal activities.</p> <p>(w) All response actions in (u) above shall include accommodations for infants and toddlers, children with chronic medical conditions, and children with disabilities or with access and functional needs.</p> <p>(x) Programs shall practice no less than 2 components of their EOP as described in (u) above with all staff and children at least twice per year.</p> <p>(y) All staff shall review the program's EOP in accordance with the following:</p> <ol style="list-style-type: none"> (1) For currently employed staff, within the first 30 days of the development of the EOP pursuant to (u) above; or (2) For newly hired staff, within the first 30 days of employment. <p>(z) Verification of the review required in (y)(1) and (2) above shall be documented in each staff member’s personnel file.</p> <p>(aa) Upon enrollment, programs shall provide families with information from the EOP that addresses communication and reunification procedures, as specified in (u)(2) above.</p>
(ah)	<p>New requirements regarding what actions a program shall take when a child sustains a serious injury while in care. Reportable serious injuries include fractures, dislocations, stitches, second or third degree burns, concussions, loss of consciousness, or requires emergency medical treatment or hospitalization. (Effective January 1, 2018)</p>
(al)	<p>Must conduct at least one drill in each full month the program is in operation. (Effective immediately)</p>
(ao)	<p>Exemption for school age programs operating in a public or private school from having to activate the actual fire alarm system when conducting fire drills.</p>
<p>He-c 4002.20 Child Registration and Emergency Information</p>	
<p>(a) - (c)</p> <p>Registration forms must be</p>	<p>Child registration form or its equivalent must be used. Changes include place for parent's email address and the Note to Parents/Guardians:</p> <p>(1): The licensing authority for this program is the bureau of licensing and certification, child care licensing unit. Child care programs are</p>

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updated with the required information no later than August 31, 2018	<p>required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at: https://nhlicenses.nh.gov/verification/Search.aspx?facility='Y'; or by calling the unit at 603-271-9025; or 1-800-852-3345 ext. 9025.”;</p> <p>(2) “During visits to programs, licensing staff speak with children regarding the care they receive at a program if in the judgment of the licensing staff the children’s response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to speak with children in a manner that is respectful and non-leading. Children will remain with their class or group during these conversations with licensing staff, and at no time will a child be forced to speak with a licensing coordinator.” ; and</p> <p>(3) “If licensing staff believes your child may have specific information regarding an alleged event at the program, and determines that it is best to interview your child separately and not with their class or group, please indicate your preference among the following options:</p> <ul style="list-style-type: none"> a. I give permission for child care licensing staff to interview my child at the child care program separate from his or her class or group; b. I wish to be notified prior to child care licensing staff interviewing my child at the child care program separate from his or her class or group; c. I do not give my permission for child care licensing staff to interview my child at the child care program separate from his or her class or group.”
He-C 4002.21 Child Care Space	
(b)	Specified that programs licensed prior to November 23, 2008, may continue to operate with 35 square feet of floor space per child.
(i)	New rule specifying that common space may not be occupied by more children than there is square footage for.
(k)	Provides exceptions to square footage requirements to allow children to be in one room for time-limited activities, provided they have sufficient room for the activity.
He-C 4002.22 Toys, Equipment & Learning Materials	
(c)	Disallows infants from being placed in equipment that requires them to support their heads on their own if they are not yet capable of doing so.
(d) - (f)	New rules regarding the use of pacifiers.
(n)	Clarifies when children younger than 6 years old may wear necklaces while in care.
Effective January 1, 2018	(n) Programs shall obtain parental permission for any child under the age of 6 to wear a necklace. No child shall wear a necklace during nap time or during sleep, unless the necklace is fused or has a fixed knot such that it cannot be removed, and the parental permission has approved of the child wearing the necklace even during nap time or during sleep.
(x), (y)(7)	Requirement that cribs be manufactured on or after June 28, 2011 or if manufactured prior to that date, has a Children’s Product

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	Certificate (CPC), or test report from a consumer product safety commission (CPSC) accepted third-party lab, provided by the manufacturer documenting the crib's compliance; cribs and playpens shall have properly fitted sheets.
He-C 4002.23 Rest and Sleep	
(g) – (m)	<p>New rules relative to staff training requirements on safe sleep practices and where and how infants shall be put down for sleep. There are several new requirements added to the rule to reduce the risk of SIDS so this section should be closely reviewed.</p> <p>(g) Pursuant to He-C 4002.30(a)(3), all child care personnel in programs licensed for children 12 months and younger shall complete training on safe sleep practices prior to working with infants. (Effective February 1, 2018)</p> <p>(h) To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants up to 12 months shall be placed on their backs to sleep in a crib or playpen, unless there are written medical orders from the infant's primary health practitioner requiring alternate positioning.</p> <p>(i) Infants up to 12 months shall not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, highchair, chair, futon, or any other type of furniture or equipment that is not a play pen or crib that meets the requirements of He-C 4002.22(x) and (y).</p> <p>(j) If an infant up to 12 months falls asleep in any place that is not a safe sleep environment, including entering the program asleep in a car safety seat, staff shall immediately move the infant and place him or her in the supine position in the crib or play pen.</p> <p>(k) Cribs or play pens used by infants up to 12 months shall not have bumper pads, blankets, flat sheets, pillows, quilts, comforters, sleep positioners, or any soft items or toys;</p> <p>(l) When child care personnel place infants in their crib or play pen for sleep, they shall check to ensure that the temperature in the room is comfortable for a lightly clothed adult, check the infants to ensure that they are comfortably clothed and not overheated or sweaty, and that bibs and garments with ties or hoods are removed.</p> <p>(m) Children older than 3 months shall not be swaddled or placed in restrictive or weighted sleep suits or devices unless there are written medical orders from the child's primary health practitioner.</p>
He-C 4002.24 Program Requirements	
(f)	(f) Programs shall provide opportunity for at least 60 minutes daily of gross motor activity for children age 18 months and older, except preschools operating 5 or fewer hours per day shall provide at least 20 minutes of gross motor activity daily.
(g) & (h)	<p>New parameters regarding outdoor play.</p> <p>(g) In the absence of extreme weather conditions, child care staff are encouraged to bring children outside, taking into consideration the child's health and requests from a child's parent, provided:</p> <ol style="list-style-type: none"> (1) The children are appropriately dressed and can move about safely in the outside play area; and (2) Staff monitor the children regularly for comfort in both hot and cold weather. <p>(h) Child care staff shall not allow a child to go outside when the child has a health concern as documented on his or her allergy care plan or as documented by the child's health care practitioner.</p>
(i)	<p>New requirements regarding the use of sunscreen.</p> <p>(i) Child care staff shall adhere to instructions from the child's parent related to protection from sun exposure. When sunscreen is applied, it must be applied per manufacturer's instructions.</p>

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(j) – (n)	<p>New rules regarding television and electronic devices.</p> <p>(j) Other activity choices shall be available to children during use of television, video or electronic devices.</p> <p>(k) All media shall be age and developmentally appropriate.</p> <p>(l) When in use, electronic devices shall be located in view of child care personnel for monitoring purposes.</p> <p>(m) Any internet accessible electronic device used by the children shall be equipped with monitoring or filtering software or controls which limit children’s access to inappropriate web sites, email, and instant messages.</p> <p>(n) Child care staff shall not allow a child to view television or videos or use electronic devices when their child’s parent has made such a request.</p>
(q)	<p>Amends the rule to limit the time children may be in restrictive equipment.</p> <p>(q) Infants and toddlers shall not be confined to restrictive equipment, or be in cribs or playpens while awake, for more than 15 minutes in any 2 hour period, except for:</p> <ul style="list-style-type: none"> (1) Time spent in a high chair actively engaged in eating; (2) Time spent in strollers for walks; or (3) For non-ambulatory infants, time spent in cribs or playpens that are used outside.
(t)	<p>New rule specifying that licensed programs that share space with license exempt programs shall not be responsible for children not enrolled in their program, not allow the populations to mix, and not allow children from the license exempt program to share space that is being used by the children enrolled in the licensed program.</p>
He-C 4002.25 Behavior Guidance and Treatment of Children	
(c)(1)	<p>Adding redirecting a child’s attention to a desirable activity when a child is engaging in unacceptable behavior as a technique used to guide children's behavior.</p>
(g) – (i) New policy must be in place by September 30, 2018	<p>New rules regarding how programs will address children exhibiting persistent and extreme challenging behaviors and the requirement to have written policies regarding such behaviors. Please review these rules closely.</p> <p>(g) Programs shall develop and implement a written policy to address the limitations of expelling children from the child care program for challenging behaviors. The policy shall address at a minimum:</p> <ul style="list-style-type: none"> (1) The steps the program will take to assist the child in maintaining enrollment prior to expelling the child for challenging behaviors; (2) Parent notification requirements regarding their child's challenging behavior; and (3) The responsibilities of the program if the challenging behavior results in a serious safety risk to the child or others within the program.

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	<p>(h) The written policy in (g) above shall be provided to parents at enrollment.</p> <p>(i) The expulsion policy shall only apply when addressing a child's behavior and not a parent's misconduct or the parent's failure to comply with other child care rules or laws.</p>
He-C 4002.26 Hand Washing	
(c)	<p>Regarding washing infants' hands.</p> <p>(c) Child care personnel shall wash the hands of infants as necessary to comply with (a)(1)-(7) above, using liquid soap and warm water.</p>
He-C 4002.27 Nutrition, Food Service and Safety	
(o) – (v)	<p>There are many new rules regarding breast milk and prepared formula. Please review this section closely.</p> <p>(o) Breast milk shall be:</p> <ol style="list-style-type: none"> (1) Used immediately or stored in the refrigerator no longer than 72 hours; (2) Labeled as used and returned to the refrigerator after each feeding if there is any left-over in the bottle, to be returned to the parent; and (3) Not fed to the child if left unrefrigerated for more than 1 hour. <p>(p) Prepared formula shall be:</p> <ol style="list-style-type: none"> (1) Used immediately or stored in the refrigerator no longer than 24 hours; (2) Discarded if not fed to an infant and left unrefrigerated for more than one hour; and (3) Discarded after each feeding, if there is any left-over in the bottle. <p>(q) Frozen breast milk shall be labeled and dated and stored in a freezer at 0 degrees Fahrenheit for no longer than 6 months.</p> <p>(r) Thawed breast milk shall be used within 24 hours.</p> <p>(s) To thaw breast milk program personnel shall:</p> <ol style="list-style-type: none"> (1) Place in refrigerator overnight; or (2) Defrost in a container of running cool tap water. <p>(t) To warm formula or breast milk:</p> <ol style="list-style-type: none"> (1) Hold under warm running water; or (2) Place in a bowl of warm water, a slow-cooking device, or a bottle warmer; and (3) Gently swirl bottle to recombine contents. <p>(u) If a slow-cooking device, such as a crock pot, is used for warming infant formula, breast milk, or infant food:</p> <ol style="list-style-type: none"> (1) It shall be out of children's reach; (2) The water temperature shall not exceed 120°F; and (3) It shall be emptied, cleaned, sanitized, and refilled with fresh water daily. <p>(v) If a bottle warmer is used for warming infant formula, breast milk, or infant food, it shall be out of children's reach and used according to manufacturer's instructions.</p>
Tables 4.2.3 & 4.2.4	<p>The tables for meal patterns have been deleted and updated meal patterns are included in the Appendices to the rule. (USDA Child and Adult Care Food Program 7 CFR Parts 210, 215, 220)</p>

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	Infants: https://www.fns.usda.gov/sites/default/files/cacfp/CACFP_infantmealpattern.pdf Children: https://www.fns.usda.gov/sites/default/files/cacfp/CACFP_childmealpattern.pdf
(ah)-(ax)	Rules regarding food storage and preparation have been moved here from 4002.14.
He-C 4002.28. Diaper Changing and Toileting	
(e), (i)	Rules now allow for the use of non-disposable diapers and no longer require the use of a commercial diaper service.
He-C 4002.29 Water Activities, Field Trips/Transportation	
(b)	New requirement that spaces on the same property as the licensed premises but not previously approved by the department for use as child care space must receive department approval prior to use.
(c) and (i)(2)	New requirement to include “route” of off-site field trips: (c) Program child care personnel who take the children off the premises for trips under (a) above shall, by phone call to parents or notice posted at the program, inform parents of: (1) The destination and <u>route</u> of any unplanned trips; (i) During any field trip : (2) The phone number and <u>planned route</u> shall be available to staff remaining at the program or to parents if the entire program is on the field trip.
(f)	Additional requirements for what must be taken on field trips: (f) The following shall be taken to any water activity on or off the premises of the program and on all field trips: (1) An attendance record which includes the name and age of each child who is participating in the water activity or field trip and the name of the staff person who will have primary responsibility for that child; (2) Copies of the registration and emergency information form required in He-C 4002.20(a), for each child participating in the water activity or field trip; (3) Copies of the parental permission slip required in (d) above for each child participating in the water activity or field trip; (4) All medications, which shall be available and administered as required under He-C 4002.18; (5) Items referenced in (2) - (4) above for each child shall remain with an individual who is with the child, including during transport; and (6) A form in each vehicle that includes the name, address, and phone number of the child care program, and all passengers in the vehicle, including documentation that each child was accounted for every time the entered and exited the vehicle.
(n) and (o)	Ratios for field trips remain the same, however the charts have been removed and the ratios added to rule in the form of paragraphs
He-C 4002. 30 Professional Development	
(a)-(m)	There are significant changes in this section regarding professional development training requirements. 4002.30(a)(2)-(13) – Required Health and Safety Trainings, can be obtained free here: https://www.prosolutionstraining.com/content/?id=166/Home/

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	<p>4002.30(b) all current staff need the trainings identified in 4002.30(a) within 90 days of the effective date of the rules.</p> <p>Professional development is 18 hours every year calculated from staff's date of hire, with a minimum of 3 hours in health and safety:</p> <p>(d) All child care personnel in family based programs and center based programs shall complete 18 hours of in-service professional development every year, no later than the month of their date of hire, a minimum of 3 hours of which shall be in health and safety topics listed in (a)(2)-(13) above, and the remaining hours shall be in any other areas listed in (j) below.</p> <p>(e) The only exceptions to (d) above shall be:</p> <p style="padding-left: 40px;">(1) Assistant teachers, associate teachers, group leaders, assistant group leaders, family child care workers, and family child care assistants who work fewer than 25 hours per week for the same licensee shall every year, no later than the month of their date of hire, obtain 12 hours of professional development with a minimum of three hours in any of the health and safety areas listed in (a)(2)-(13) above, and the remaining hours shall be in any areas in (j) below;</p> <p style="padding-left: 40px;">(2) Child care personnel attending high school or college full time shall every year, no later than the month of their date of hire, obtain 3 hours of professional development in health and safety areas listed in (a)(2)-(13) above. Full time college attendance shall be a minimum of 12 credit hours; or</p> <p style="padding-left: 40px;">(3) Substitutes, as defined in He-C 4002.01(bj).</p> <p>4002.30(k) - Added technical assistance as a method to obtain professional development, along with expanded qualifications for individuals providing professional development including technical assistance.</p> <p>No longer a limit to the number of hours of online professional development that may be obtained, and no prior approval needed</p>
He-C 4003.31 Family Based Programs	
(b)	The pre-service training requirements have been expanded to include additional courses.
(e)	Changes the number of consecutive days for substitute staff to be employed from 60 to 90.
He-C 4003.32 Requirements for Child Care Personnel in Center Based Programs	
(e)	Allows exemption from the requirement to have one out of every 6 child care personnel meet the minimum requirements of a lead teacher for the first and last hour of each day; may be an associate teacher only for center based programs operating more than 5 hours per day.
(k)	<p>Clarified the requirements for employment of substitute staff:</p> <p>(k) Center based programs may employ substitute staff on an emergency or temporary basis for not more than 90 consecutive days and not more than a maximum of 120 days in a 12 month period for the same position only if the individuals:</p> <p style="padding-left: 40px;">(1) Either:</p> <p style="padding-left: 80px;">a. Meet the age requirements of the staff position for whom they are substituting; or</p> <p style="padding-left: 80px;">b. When needed to ensure a qualified staff person is assigned to each group of children or to direct the program, meet the age requirements and hours of experience or education requirements, notwithstanding that a current staff person that meets the age requirements and has either the experience or education for the position may be considered the substitute for the position; and</p>

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	(2) Have completed the criminal background check process as described in He-C 4002.04(l) and (m).
(l) – (n), (r) & (s)	The pre-service training requirements for certain staff have been expanded to include additional courses, and the age for lead teachers has been lowered to 18 years.
(p)	New rule allowing assistant teachers to be alone with a child or children under certain, specific conditions.
He-C 4002.33 and .34 Group Child Care Center and Infant/Toddler Program	
	Ratios remain the same, however the charts have been removed and the ratios added to rule in the form of paragraphs.
34(e)	Clarified rule regarding requirement to assign a primary caregiver for each group of infants between 6 weeks and 18 months of age.
He-C 4002.35 Preschool Program	
35(d)	Updated curriculum requirements for a preschool program to align with the “NH Early Learning Standards.”
He-C 4002.36 School Age Program	
36(b)-(d)	<p>Moved all current exemptions from rules for school age programs to here, and added new ones. Exemptions include:</p> <p>(b) All school age programs shall be exempt from He-C 4002.13(b)(2)b. relative to recording birth dates on attendance records.</p> <p>(c) School age programs which serve only children attending part day public kindergarten or full day public school and operate in buildings which currently house public or private schools shall be exempt from the following:</p> <ol style="list-style-type: none"> (1) He-C 4002.14(b)(4)a. regarding unshielded, or unprotected electrical outlets; (2) He-C 4002.14(b)(5) regarding long cords and strings; (3) He-C 4002.14(b)(6) regarding handrails on steps or stairs; (4) He-C 4002.14(b)(7) regarding gaps in balusters, rails, and other structures; (5) He-C 4002.14(b)(9) regarding access to sharp objects such as scissors for arts and crafts or knives for cooking; (6) He-C 4002.14(b)(12) regarding open doors and windows without screening; (7) He-C 4002.14(b)(14) regarding open doors which are not equipped with a sturdy screen door equipped with a latch; (8) He-C 4002.14(b)(23) regarding access to items labeled “keep out of reach of children”; (9) He-C 4002.14(j)(6) regarding access to sunscreen; (10) He-C 4002.14(y) regarding fencing requirements for playgrounds; (11) He-C 4002.14(ac) regarding energy absorptive materials. (12) He-C 4002.14(aj) regarding covered trash containers; (13) He-C 4002.15(a)(1) regarding hot water; (14) He-C 4002.19(a)(o) regarding using the actual fire alarm system for the building when conducting fire drills; (15) He-C 4002.21(m) and (n)(1) regarding inspections and approvals by the department needed prior to using space; (16) He-C 4002.22(q) regarding space for each child’s possessions. <p>(d) Programs that serve only children attending part day public kindergarten or full day public school shall be exempt from the following:</p> <ol style="list-style-type: none"> (1) He-C 4002.14(b)(4) regarding unshielded, or unprotected electrical outlets; (2) He-C 4002.14(b)(5) regarding long cords and strings;

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	(3) He-C 4002.14(b)(9) regarding access to sharp objects such as scissors for arts and crafts or knives for cooking; (4) He-C 4002.14(b)(23) regarding access to items labeled “keep out of reach of children”; and (5) He-C 4002.14(j)(6) regarding access to sunscreen.
(e)	Specified: In lieu of He-C 4002.23(b), school-age programs operating for more than 5 hours per day shall provide children with an opportunity for at least 30 minutes of quiet activities, rest, or relaxation.
(f)	Ratios remain the same, however the charts have been removed and the ratios added to rule in the form of paragraphs.
He-C 4002.37 Night Care Program	
	No changes.